

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : Division Directors, Department and Programs Managers
Executive and Legislative Branches

FROM : Tomicita Woodie
Tomicita Woodie, Human Resource Director
Department of Personnel Management

DATE : December 7, 2021

SUBJECT : **FY'22 STANDING DELEGATION OF AUTHORITY**

During the period that I am on leave or on travel from Department of Personnel Management, the following order of delegation will be in effect.

Reycita Toddy, HR Classification & Pay Manager
Serenity Negale, Senior HR Analyst

The delegation is limited to signature authority for the time sensitive approval and emergency leave unless they feel that the matter requires the attention of the Human Resources Director. Budget Revision Requests (transfers) or other personnel matters will remain under the purview of the Director.

Your cooperation with the aforementioned staff is appreciated.

ACKNOWLEDGMENT:

Reycita Toddy

Reycita Toddy, HR Classification & Pay Manager

Serenity Negale

Serenity Negale, Senior HR Analyst

DISTRIBUTION

XC: Dr. Perphelia Fowler, Division Director, DHR

DEPARTMENT OF PERSONNEL MANAGEMENT

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